

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: March 8, 2018
SUBJECT: Boundary Waters Dragon Boat Festival Requests

BACKGROUND

At the February 12, 2018 Council Meeting, the attached letter received from Boundary Waters Dragon Boat Foundation was referred to the Administration & Finance Executive Committee for recommendation, with input from the Planning & Development, Operations & Facilities and Committee Services Executive Committees.

Boundary Waters Dragon Boat Festival organizer has requested in-kind services for the up coming International Boundary Waters Dragon Festival & International Tug of War events planned for Saturday, June 30, 2018. The requests that are to be considered by the Administration & Finance Executive Committee are as follows:

Item #1. Designate, in writing, the “International Boundary Waters Dragon Boat Festival” as a significant community festival and event;

Item #3. Request that the Town cover any charges associated with any Festival Permits that may be needed; and

Item #5. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents to facilitate closing the road to accommodate the needed team and public participation areas from the Sorting Gap Marina building to the Hallet location.

Attached is the report received from the Community Services Manager stating no concerns with the road closure as requested as long as Marina patrons have access to the facility parking and boat launch. Also, attached is an email from Planning Development Executive Committee that they have no concerns and will ensure that standard practice is done relating to tent permits, road closures and removal of banners after the event is over. Finally, attached is the Operations & Facilities Executive Committee recommendation that the division continues to provide in-kind services for Item #2 with the Boundary Waters Dragon Boat Club responsible to wash down and clean up the picnic tables after they have been utilized, permission granted with regard to Items #4, 5, 9 & 11 in accordance with guidelines listed under #2, and Item #7 the Town will ensure additional garbage containers are provided as requested with the understanding that if extra garbage dumpsters are required on site, and garbage pick-up at the end of the day, these costs and services are the responsibility of the Boundary Waters Dragon Boat Club.

RECOMMENDATION

The Administration & Finance Executive Committee with input from all other divisions recommend that Council agree to Item 1) Designate in writing, the “International Boundary Waters Dragon Boat Festival” as a significant Community Festival event, Item #3 Town to cover any charges associated

with any Festival Permits, Items # 4 & 5) Allow for road closure and supply the International Boundary Dragon Boat Festival Committee with the necessary documents to facilitate closing the affected road to accommodate the team and public participation areas from the Sorting Gap to the Hallet location and to accept the recommendations and/or comments received from the Community Services Manager, Operations & Facilities Executive Committee and the Planning & Development Executive Committee as attached to this report. Further, that the responsible entity for the International Boundary Water Dragon Boat Festival shall ensure adequate liability insurance for the waterfront site during their event.

Council Approval of this Report Will Agree to all division recommendations to:

Item 1) Designate, in writing, the “International Boundary Waters Dragon Boat Festival” as a significant Community Festival and event; Co-ordinate through E. Slomke, Clerk,

Item 2) Authorize the use of Town picnic tables – The International Boundary Waters Dragon Boat Festival volunteers/organizers will arrange for pick-up, wash down & cleaning after they have been utilized and return of picnic tables; Co-ordinate through T. Rob, Operations & Facilities Manager,

Item 3) Standard practice relating to festival permits will be undertaken by staff accordingly; Co-ordinate through T. Dennis, CBO

Items 4, 5, & 11) Allow for the road closure and supply the necessary documents and signage to facilitate closing the affected road to accommodate the needed for team and public participation areas from the Sorting Gap Marina building to the Hallet location and traffic road closure from Minnie Ave to the Sorting Pag Marina to allow for the Tug of War; Co-ordinate through E. Slomke, Clerk. Further By-Law Enforcement will provide comments to organizers related to parking. Also, must ensure that marina patrons have access to facility parking & boat launch.

Item 6) Allow the Committee to attach pennants, signs, and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the materials to be promptly removed after the event. The installation of banners, signs & pennants must not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways and motorists’ sight lines or vision should not be obstructed when driving along Front Street. Further By-Law Enforcement will provide comments to organizers related to the removal of banners after the event is over.

Item 7) Allow access for electrical power; Co-ordinate with Fort Frances Power Corporation, Joerg Ruppenstein, CEO,

Item 8) The Town will ensure additional garbage containers are available at the event site with garbage pickup; Co-ordinate through T. Rob, Operations & Facilities Manager. However, if extra garbage dumpsters are required on-site and garbage pick-up at the end of the day, costs and services are the sole responsibility of the Boundary Waters Dragon Boat Club.

Item 9) The use of the Tug of War rope with assistant from Public Works to deliver and pick-up from the Sorting Gap Marina; Co-ordinate through T. Rob, Operations & Facilities Manager.

Item 10) Any remaining shirts from previous Tug O War; Co-ordinate with K. Lawson, Deputy Clerk.

Further, that the responsible entity for the International Boundary Waters Dragon Boat Festival shall ensure a minimum of \$5,000,000 commercial general liability insurance naming the Town of Fort Frances as an additional insured.